**THESIS/DISSERTATION FORMAT GUIDE**

1. Use letter size paper (short). Please set your page margin at 1.5” for top (1” for pagination) and left margins and 1” for right and bottom margins.
2. Manuscripts to be submitted when filing application for final exam should be complete with preliminary pages (Title page, Acceptance Sheet format, Biographical Sketch, Acknowledgement, Table of Contents, List of Tables, List of Figures, List of Appendices and Abstract).
3. The preliminary pages should be included in the Table of Contents with corresponding Roman numerals as page nos.

**Sample:**

**TABLE OF CONTENTS**

| **CHAPTER** |  | **PAGE** |
| --- | --- | --- |
|  | Title Page | i |
|  | Approval Page | ii |
|  | Biographical Sketch | iii |
|  | Acknowledgement | iv |
|  | Table of Contents | v |
|  | List of Tables | ix |
|  | List of Figures | x |
|  | List of Appendices  | xi |
|  | List of Abbreviation | xii |
|  | Abstract | xiv |
| **I** | **INTRODUCTION** | **1** |

1. In the acceptance page, author, thesis/dissertation titles, degree and major field should all be presented using uppercase/capital letters. (sample follows in the next page).
2. ONLY ONE PAGE is required for Biographical Sketch and Acknowledgement.
3. ABSTRACT should NOT be more than 200 words.
4. A sample format for your reference/template will be emailed to you for your reference.
5. Use Roman numerals for preliminary pages (paging should be centered and placed 1 inch from the bottom margin). Use imaginary pages (no visible paging) for IPR, Title and Approval pages. These pages should be considered/counted as follows: IPR – no page number and is considered only as an insert, no visible paging for Title page and approval pages but are considered as pages I and ii, respectively. Visible paging for preliminary pages starts with Biographical Sketch – iii, Acknowledgment – iv, and so on.
6. Pages bearing the start of chapters (e.g. CHAPTER 1, CHAPTER II, …) and main headings such as the INTRODUCTION, REVIEW OF LITERATURE, MATERIALS and METHODS, RESULTS AND DISCUSSION, SUMMARY AND CONCLUSION, and LITERATURE CITED should be presented in UPPERCASE/CAPITAL letters, and do not have visible page numbers. Visible paging starts in the page following the start of a chapter or main heading and should be placed at the upper right hand corner of the page (1 inch from the top and 1 inch from the right side)
7. Spacing between headings should be 4 single spaces between major headings.
8. Major subsection is placed at the center of the page, with first letters capitalized. When it runs more than half of the page, it should be cut off into 2 or more lines, single spaced, centered, and with both sides forming an inverted pyramid form.
9. Minor subsection is placed at the left side of the page, with first letters capitalized. When it runs more than half of the page, it should be cut off into 2 or several lines, flush to the left margin in single space.
10. Maintain 3 spaces between the minor subsection and the paragraph heading.
11. Paragraph heading should be indented five spaces to the right, with only the beginning letter capitalized, italicized, and ended with a period. The paragraph immediately follows after two spaces.
12. If possible, maintain only 3 levels of subsections (major, minor subsections and paragraph headings)
13. Do not underscore when defining terms and for emphasizing ideas.
14. Sample format for headings and paragraph headings:

**CHAPTER I**

Minor subsection is placed at the left side of the page, with first letters capitalized and when it runs more than half of the page, it should be cut off, flush to the left margin in single space. See sample below

**INTRODUCTION**

If your major subheading runs more than half of the page, you can cut it into 2 lines, in single space, with sides forming an inverted pyramid

**Major Subheading**

**Energy Efficiency, Energy Productivity,**

**Specific Energy, and Net Energy Gain**

 ***Paragraph heading.*** In whole papaya, 1-methylcyclopropene has been found effective in slowing the ripening process and hence, extending the fruit’s shelf-life. At greater than 25% of yellowing, 1-MCP can delay the ripening of ‘Sunrise Solo’ papaya without causing abnormal development of organoleptic attributes such as hard lumps in the flesh and uneven yellowing of the skin (Manenoi et al., 2007).

1. **For table presentation:**
* Tables should start and end with double solid lines.
* For wide or tables with many columns, reducing the font size and/or presenting the table in landscape form are acceptable.
* First level heading should be presented using uppercase letters.
* Do not use italics for table titles; please use the regular/normal font used for the text.
* For second level heading, only the first letter of each word is capitalized.
* For third level heading, please use lowercase for all words
* Tables should not have side boxes (meaning, no border for both the left and right sides)
* For continued tables, please refer to the sample format below:

Sample format for table:

|  |  |
| --- | --- |
| Table 2. | Root morphological characteristics of leaf lettuce varieties grown with different colored plastic mulch in Vegetable Crop Division experimental station UPLB. |

|  |  |  |  |
| --- | --- | --- | --- |
| PARAMETER | MULCH COLOR | VARIETY | MEAN |
| Looseleaf Lettuce | Romaine |
| Root length(cm) | Silver | 9.67b | 7.67b | 8.66b |
| Red | 11.65a | 8.00b | 9.82a |
| Orange | 9.42b | 7.33b | 8.37b |
| Yellow | 6.67c | 6.67b | 6.66c |
| Green | 10.17b | 9.92a | 10.04a |
| Mean | 9.52a | 7.92b |  |
| Root fresh weight(g) | Silver | 4.28b | 8.67b | 6.47b |
| Red | 5.43a | 10.47a | 7.95a |
| Orange | 3.77b | 7.00c | 5.38c |
| Yellow | 2.75c | 4.42d | 3.58e |
| Green | 4.20b | 4.50d | 4.35d |
| Mean | 4.08b | 7.01a |  |
| Root dry weight(g) | Silver | 0.48b | 0.91c | 0.69c |
| Red | 0.64a | 1.91a | 1.27a |
| Orange | 0.27c | 1.29b | 0.78b |
| Yellow | 0.20c | 0.44d | 0.32e |

**Means in the same column or row followed by common letter(s) are not significantly different at 5% level by LSD**

If a table is long and needs to be cut and continued in the next page, the continued table per page should end with single line and end with double line only on the page which bears the last page or end of the continued table.

Sample for continued table:

|  |  |
| --- | --- |
| Table 1. | Amount of change in mean temperature (%) of Mekong River Delta Provinces compared to 1980 - 1990 period based on the medium emission scenario ([MoNRE, 2012](#_ENREF_58)) |

|  |  |  |
| --- | --- | --- |
| **NO.** | **PROVINCE/****CITY** | **YEARS** |
| **2020** | **2030** | **2040** | **2050** | **2060** | **2070** | **2080** | **2090** | **2100** |
| 1 | Long An | 0.3 | 0.5 | 0.7 | 0.9 | 1.1 | 1.3 | 1.5 | 1.6 | 1.8 |
| 2 | Dong Thap | 0.3 | 0.7 | 1.0 | 1.3 | 1.5 | 1.8 | 2 | 2.2 | 2.4 |
| 3 | Tien Giang | 0.5 | 0.5 | 0.7 | 0.9 | 1.1 | 1.3 | 1.5 | 1.6 | 1.8 |
| 4 | Ben Tre | 0.3 | 0.6 | 0.8 | 1.1 | 0.13 | 1.5 | 1.7 | 1.9 | 2.0 |

 In the next page

|  |  |
| --- | --- |
| Table 1. | Continued … |

|  |  |  |
| --- | --- | --- |
| **NO.** | **PROVINCE/****CITY** | **YEARS** |
| **2020** | **2030** | **2040** | **2050** | **2060** | **2070** | **2080** | **2090** | **2100** |
| 5 | Vinh Long | 0.4 | 0.5 | 0.7 | 0.9 | 1.0 | 1.2 | 1.4 | 1.5 | 1.6 |
| 6 | Tra Vinh | 0.4 | 0.6 | 0.8 | 1.0 | 1.2 | 1.4 | 1.6 | 1.8 | 1.9 |
| 7 | An Giang | 0.3 | 0.5 | 0.7 | 0.9 | 1.0 | 1.2 | 1.4 | 1.5 | 1.6 |
| 8 | Can Tho | 0.4 | 0.6 | 0.8 | 1.0 | 1.3 | 1.5 | 1.7 | 1.8 | 2.0 |
| 9 | Hau Giang | 0.4 | 0.5 | 0.8 | 1.0 | 1.2 | 1.4 | 1.6 | 1.7 | 1.9 |
| 10 | Soc Trang | 0.3 | 0.5 | 0.7 | 0.9 | 1.1 | 1.3 | 1.4 | 1.6 | 1.7 |

1. Format for tables also applies to appendix tables
2. Sample format for Figure and figure caption (do not use italics for figure titles; you can opt to reduce the font size.

|  |  |
| --- | --- |
| Figure 7. | Change trend of rainfall in Kien Giang, Long An, Soc Trang and Tien Giang provinces since 1980 to 2010 ([DENR, 2011](file:///E%3A%5CUsers%5Cloty%5CDesktop%5CGraduation%20Requirements%5CHoang%20Ha%20Anh%5CHoang%20Ha%20Anh.docx#_ENREF_20), [DAFF, 2001](file:///E%3A%5CUsers%5Cloty%5CDesktop%5CGraduation%20Requirements%5CHoang%20Ha%20Anh%5CHoang%20Ha%20Anh.docx#_ENREF_18)) |

1. Format for figures applies to appendix figures,

## For the LITERATURE CITED

* Use uppercase letters for name of authors; if there are multiple authors - for the first author, the surname should be indicated first before the first name; for the succeeding authors, first name/middle name initials should be indicated first before the surname.
* Maintain the correct citation in the literature cited.
* Do not use italics, (except for the non-English terms) underscoring and quotation marks in the entries.
* Use single space between and between entries.
1. Use laser printer for final reproduction of the manuscript; ink jet or scanner can be used for pages with colored figures/pictures/photos.